



Job Opportunity

State Controller's Office

Position: Accounting Administrator II (Supervisory)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite #634, Sacramento, CA 95814

Issue Date: February 8, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Lilian Y. Lee, (916) 324-9743

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-4542-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With the general direction of the Accounting Administrator III, the incumbent is directly responsible for the operation and management of the Department's complex accounting system functions, which are required to maintain the operations of the State Controller's Office. The incumbent supervises and administers the Financial Accounting and Operational Accounting functions and staff. General responsibilities include supervising, planning, training, and directing professional staff in the maintenance and operation of the departmental accounting function, developing departmental policies and procedures to account for fiscal transactions, and acting as primary liaison in fiscal matters with control agencies. Duties include, but not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Plan, manage, evaluate, organize, direct, assign projects, and establish priorities for accounting activities which include, but are not limited to the automated accounting systems; fiscal control accounting and reporting for appropriations and revenues for the SCO and special funds such as the inheritance, estate tax fund, unclaimed property fund, Motor Vehicle fuel tax fund, and senior citizens property tax relief fund; property control accountability for SCO fixed assets; cash management; oversight for contracts; collection of contract receivables and reimbursements from state and federal agencies; and reimbursement of judges' payroll for various superior courts; fiscal control accounting and reporting for California Institute of Regenerative Medicine and the California State Legislature.
- Formulate fiscal policies and procedures, provide leadership and direction on fiscal policies and procedures concerning accounting directives and instructions generated by the Department of General Services, Department of Personnel Administration, Victim Compensation and Government Claims board, Department of Finance, and Internal Revenue Service; oversee a system of internal controls for the Office including directing the maintenance of system documentation, directing system



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



modifications and reviewing system operation to ensure adherence and performance.

- Examine internal business processes for potential efficiencies. Apply knowledge and train staff on the automated departmental accounting system.
- Represent the SCO in fiscal matters with control agencies, legal entities, and others regarding inquiries about departmental and program fiscal information. Direct the preparation of the SCO's financial reports and oversee the SCO's involvement and response to the audit process.
- Direct the preparation of prorata billing information for use by the Department of Finance in allocating and recovering General Fund service costs provided to special funds.
- Oversee preparation of bill analyses for their impact on SCO's fiscal programs.

Desirable Qualifications:

- State Service Accounting Experience
- Working knowledge of State Contracting/Procurement Rules
- Knowledge of Automated Accounting Systems
- Coaching, team-building, and motivational skills
- Flexible in approach to supervising work with realistic expectations
- Organized with excellent analytical and communication skills
- Experience in supervising and delegating to a multi-disciplinary team
- Ability to train and develop employees

Managers of, and employees in Departmental Accounting Office have strong team values and desire a supervisor who is a role model in professional work ethics – one who is organized, flexible, open-minded to different work approaches, excellent computer skills with new ideas in performing work assignments and implementation, is accessible to staff, has a strong coaching style, and a positive and respectful attitude at all levels in the organization.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division
300 Capitol Mall, Suite 634
Sacramento, CA 95814

Attn: Lilian Y. Lee

SROA and surplus candidates should attach "surplus letters" to application. Failure to do so may result in your application not being considered.